

<Print this on your company letterhead>

Dear <supervisor's name>,

I would like to attend the 2018 AAOE Annual Conference, April 14-17 in Orlando, FL. This conference is the only one in the nation specifically geared toward orthopaedic practice professionals. The education provided at the conference is directly relevant to my position with the <practice/hospital/university> and will provide me with the tools to succeed in furthering <insert practice's name> success. I am requesting support for the registration fees and travel expenses during the conference. A detailed breakdown of the cost is listed on the ROI Dashboard attached.

The conference includes nine blocks of educational sessions throughout four days. Sessions will cover a variety of topic areas within practice management that are broken down into three categories to meet specific educational needs: the **nuts and bolts** to help with daily operations, **strategic** insight and education for a high-level perspective, and what is **on the horizon** for a look ahead into what will affect orthopaedic practice management in the near future.

Using these categories and the published learning objectives from speakers, I will select sessions relating specifically to my experience level to get an in-depth look at practice management. There is even a **free pre-conference session** that will provide a three-hour deep dive on patient satisfaction, outcome, and quality data and how to leverage those results to support practice growth. In the attached dashboard, I've highlighted the specific sessions of the conference that I feel will benefit me in my position here at <insert practice's name> by providing best practices that I can bring back and implement.

Additionally, the conference is known for peer-to-peer networking sessions that will give me the opportunity to interact with other orthopaedic practice professionals from the same practice size and region, who face similar issues as we do. Building relationships with peers would reduce the time and costs we would typically incur when researching or acquiring this information traditionally.

I'll be able to network with more than 100 industry vendors in the Exhibit Hall, during dedicated time as well as during networking events. This will give me the opportunity to build relationships with vendors who we can work with in the future. I will be able to obtain necessary information from multiple companies in regard to <insert needed products/services here> all in one place.

This opportunity to gain knowledge in the specific areas of <your area of expertise> from both industry experts and peers as well as to develop contacts among peers and vendors makes my attendance at the AAOE Annual Conference a wise investment. Included with this letter is an ROI dashboard outlining the benefits of attendance at the AAOE Annual Conference, as well as **testimony from other practice executives** who have attended the conference and **recommendation letters from physicians** whose practice executives have attended conference. The knowledge and contacts I will bring back will provide much value to <insert your organization's name>.

Sincerely,

<your name here>

Attachments: ROI Dashboard [Word Document]
Testimonials and Physician Recommendation Letters